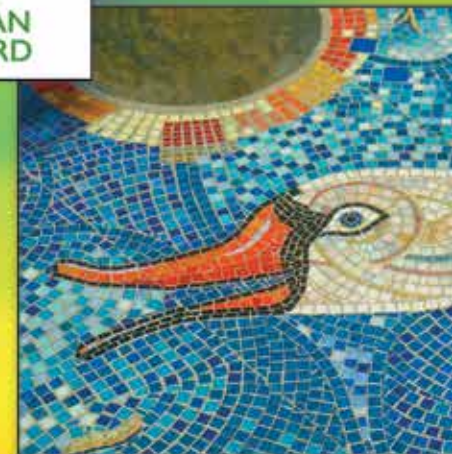


CITY OF DUBLIN, CA

Director of Parks & Community Services





THE COMMUNITY

Strategically located in the Tri-Valley region of Alameda County, the City of Dublin (population 54,844) is approximately 35 miles southeast of San Francisco. Sitting at the crossroad of Interstate 580 and 680 and served by two BART stations, Dublin provides convenient access to the entire Bay Area. The City has consistently been one of the fastest growing cities in the county for the past several years, and is projected to have a total population of approximately 76,000 at build-out.

Incorporated in 1982, Dublin is now 14.59 square miles in size. The Tri-Valley region is known for its mild climate and for attractions including wineries, shopping, restaurants, and public and private golf courses. The greater East Bay region is also home to numerous large corporations and close to several major universities including the University of California, Berkeley and California State University East Bay, as well as many community colleges.

Attractive housing options, a low crime rate, exceptional schools, outstanding recreational facilities and a wide variety of amenities make this City "The New American Backyard." Dublin offers an excellent quality of life for residents of all ages and is known for being one of the most family-friendly communities in the Bay Area. The City hosts over a dozen festivals and special events each year and has 18 parks, two dog parks, and two designated areas of open spaces all contributing to the community's enviable quality of life.

CITY GOVERNMENT

The City of Dublin is a general law city operating under the Council/Manager form of government. The City Council consists of the Mayor and four Councilmembers, all elected at large to overlapping terms. Along with appointing the City Manager and City Attorney, the City Council enacts legislation, establishes policies, and provides guidance and direction for actions affecting Dublin's quality of life.

In addition to Parks and Community Services, City departments include the City Manager's Office (City Clerk, Human Resources, and Economic Development), Administrative Services, Community Development, and Public Works. Dublin contracts with Alameda County for police and fire services. The City has a FY 2015-16 General Fund budget of \$63.3 million and a Capital Improvement Budget of \$18.5 million. Dublin maintains healthy fiscal reserves. The organization is supported by approximately 93 full-time staff and supplemented by an additional 131 individuals who provide services contractually.

Mission Statement

The City of Dublin promotes and supports a high quality of life, ensures a safe and secure environment, and fosters new opportunities.

THE DEPARTMENT

The Parks and Community Services Director manages a budget of \$8.1 million, supervises 24.1 FTEs and is responsible for an array of programs and activities in support of the City's goal to build community. The offerings of the department include year-round activities for youth, such as sports and swim programs, after-school recreation and summer camps. The Dublin Senior Center provides a variety of classes and activities to engage the mind, body and spirit, and the pre-school program serves the City's youngest residents. Playing a significant role in the community, the Heritage and Cultural Arts division coordinates programs and facilities relating to historical preservation, art and culture in Dublin. This division also

supports the Heritage and Cultural Arts Commission and the Dublin Heritage Park and Museums, a 10-acre park with historic buildings, a historic cemetery and picnic areas. The programs offered by the Department take place in one of many neighborhood and community parks, sports fields and open space areas. Other facilities for community functions, which are also available for rent, include the award-winning Civic Center, the Library Community Room (the City contracts with Alameda County to provide library services), and the much sought after Shannon Community Center, among others. In addition, the Human Services function of the Department administers Community Development Block Grant (CDBG) and Human Services Grant programs. Finally, this division supports the Human Services Commission and works closely with local and regional agencies. In order to manage the many programs encouraging the well-being of the community, the Director is supported by an assistant director, a heritage and cultural arts manager, a business services manager, as well as personnel serving in graphic design, analytical, administrative and recreation positions. Departmental staff acts as the liaison for the Parks and Community Services Commission.

THE IDEAL CANDIDATE

The City is seeking a polished professional who thrives in a fast-paced environment with a robust focus on delivering results. He/she will have a proven performance record in managing significant recreational and cultural priorities in a community that values, and expects,





a high quality of life. The Director will be a strategic thinker, a visionary with the ability to execute plans that achieve the City's objectives of developing distinctive programs to bring all segments of the Dublin community together. As a result of the candidate's professionalism and expertise, this politically astute individual will exhibit extraordinary leadership skills that quickly gain him/her credibility with a number of stakeholder groups. Customer service and responsiveness are values modeled and promoted by this individual. Innovative, yet pragmatic, the new Director will have the unique ability to elicit insights and information from residents and external agencies representing different interests and perspectives. Recognizing the importance of partnerships, he/she will encourage and guide collaboration to reach consensus, even when projects generate debate. The successful candidate will immerse him/herself in the community to understand the needs of Dublin citizens, both for the present as well as the future. The person selected as the next Director will be genuine and caring, yet have the fortitude to stand firm and exercise diplomacy in explaining decisions that may not always be popular.

An outstanding communicator, the Director will have the reputation of a person who enjoys interacting with an engaged public and working as a team member with colleagues at the City. Adept at developing relationships, the candidate selected will demonstrate an ability to influence others through well-reasoned explanations. This individual will be an exceptional presenter, comfortable speaking before different groups – from Dublin residents

at neighborhood gatherings to City Council meetings to workshops involving regional public officials. A key responsibility for this Department Head is the ability to deliver skillfully crafted presentations, based on solid research and data that contribute to collective decision-making in the best interest of the community. Results-oriented, the next Director will also be keenly aware of emerging trends in the field of leisure services, yet practical in ensuring that pioneering concepts are translated into realistic action plans.

Drawing from relevant experience that is both deep and broad, the ideal candidate will be highly proficient in managing departmental responsibilities such as monitoring the budget and oversight of day-to-day operations. This individual will capitalize on the strengths of the Department and lead it to the next level of excellence. An advocate for staff development and inclusive by nature, the Director will inspire employees to seek greater efficiencies and continuously improve the Department. This person will earn the trust and respect of the department staff through training, mentoring and holding all, including him/herself, accountable for maintaining high standards and achieving Department goals. The new Director will establish a work environment where employees take pride in their work and enjoy the challenge of enhancing and improving programs valued by the community.

On the horizon for the new Director are two critical projects. First, the much-anticipated 31,000-square foot Emerald Glen Recreation and Aquatic Complex, which is expected to open in 2017. Anchored by an indoor pool for year-round swimming lessons, exercise programs and recreational use, this boardwalk-style swimming facility and entertainment complex will also include an 11-lane outdoor sport pool for competitive swimming and water polo. Waterpark elements – slide tower, large "super bowl" slide and splash pool – are added attractions not frequently seen in municipal aquatic centers. In addition to fitness space, other features include picnic areas with shade structures, locker rooms, party rental space and administrative offices. An outdoor amphitheater with seating for 2,000, a parking area as well as a plaza to showcase public art will round out the facility. The new Director, working in close collaboration with other City Department Heads, will take the helm to ensure the smooth opening and operations of this remarkable and enviable

community amenity. Previous experience serving on a team guiding construction of a large and complex project, and operating a facility similar to the Recreation and Aquatic Complex, will be beneficial.

The second major project is the construction and opening of the second phase of Fallon Sports Park, a state of the art sports complex featuring new competitive turf soccer fields, along with a baseball field, and play areas. This will complement the current phase of the Sports Park, which includes turf soccer, baseball, softball, basketball courts and other fine amenities.

A combination of education and experience for this position include a Bachelor's degree in recreation, human development or a related field, plus five years of progressively responsible experience, with at least three years in a supervisory capacity. A Master's degree is preferred.

COMPENSATION AND BENEFITS

The City provides an attractive compensation package that includes a very competitive salary range of \$158,352 - \$197,916 annually, and a merit/pay-for-performance system. Among the fringe benefits are:

Retirement – CalPERS, 2.7% @ 55; Single Highest Year. Employee pays 8% of CalPERS retirement and 7% towards employee cost sharing. New CalPERS Members Tier effective 1/1/13 – 2.0% @ 62; Employee pays 6.25% of CalPERS retirement and 3.05% towards employee cost sharing; 3-Year Final Average Compensation.





The selected Candidate will receive a comprehensive new-hire orientation that will include a personal summary of City Benefits.

General Leave – 24 days per year of general leave in lieu of traditional sick and vacation leave; increasing with longevity.

Civic Service Leave – 4 hours of leave granted per fiscal year for volunteer work of employees' choice.

Medical Insurance – Choice of numerous medical plans through CalPERS; City's provides up to \$1,680 per month; adjustment provided annually.

Retiree Medical – Post-retirement medical benefits provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.

Dental Plan – City-paid Delta Dental (DPO) benefits for employee and dependents (Coverage is \$2,500 per enrollee per year).

Vision Plan – City-paid Single Choice Plan B (VSP) benefits for employee. Optional employee paid dependents coverage program.

Health Reimbursement Arrangement/Flexible Spending Account/IRS Section 125 Plan – City provides \$900 per calendar year for excess medical, dental and vision care costs.

Life Insurance/AD&D – City paid \$50,000 term life insurance policy; with optional employee paid supplemental life purchase program.

Long Term Disability – City paid premiums with benefit up to \$12,500 of monthly earnings.

Employee Assistance Program – City paid premiums; benefits include work-life balance employee assistance program and worldwide emergency travel assistance services.

Administrative Leave – Designated Management staff receive 64 hours of administrative leave annually with option of an annual payout of up to one-half that amount with approval.

Car Allowance – \$190 per month.

Paid Holidays – 13 paid holidays annually including 8 hours of Floating Holiday.

Education Reimbursement – 75% reimbursement, up to \$1,400 annually.

In addition to the above benefits, the City offers voluntary participation in the following programs:

- Short Term Disability
- ICMA 457/401(a) - Deferred Compensation Programs
- Supplemental Life for self, spouse and dependent children
- Dependent Care Spending Plan

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Monday, March 28, 2016**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com



Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be expected to participate in panel interviews in **mid-May 2016**. A selection is anticipated in **late-May 2016** following the completion of extensive background and reference checks and compensation negotiations. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

